

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

2 January 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

SUBJECT: OIS Weekly Report (26-31 December 1985)

A. WORK IN PROGRESS

1. INFORMATION SECURITY PROGRAM. (For background information on this topic, please refer to the OIS Weekly dated 30 October 1985, paragraph A. 1.) The Director of the Information Security Oversight Office (D/ISOO) provided the Agency with copies of Congressional comments on ISOO's proposed information security initiatives. The Information Resources Management Division (IRMD) prepared a note for the signature of the Director of Information Services transmitting the Congressional comments to the Deputy Director for Administration. Congressional reaction to the initiatives was favorable. The Senate Select Committee on Intelligence, however, made certain suggestions for improving the information security program that go far beyond the ISOO initiatives. Information copies of the Congressional comments also were sent to the Office of General Counsel, the DCI Security Committee, the Office of Legislative Liaison, and the Office of Security.

2. In response to a request from D/ISOO, the Information Resources Management Division prepared a letter for the signature of the DDA to be sent to D/ISOO giving reasons for an increase in the Agency's derivative classification decisions in FY 1985. It is difficult to determine the precise reasons for the increase because our statistics are based on a one-week sample and then projected for the entire year. One probable reason is that every year more and more information is collected and processed to keep policymakers informed.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

ADMINISTRATIVE - INTERNAL USE ONLY

B. ITEMS OF INTEREST

1. INFORMATION AND PRIVACY DIVISION ACTIVITIES. At the close of 1985 the backlog of initial requests stood at 1642. This represents a reduction of 1313 in the initial request backlog during calendar year 1985. Moreover, the Appeals and Litigation Branch of IPD closed a total of 101 appeals, an exceptionally commendable effort. A separate report from the Information and Privacy Division is attached. This dramatic reduction is even more impressive when one considers that public requests such as the following received in the closing days of 1985 from a

STAT



C. SCHEDULED MEETINGS AND EVENTS

1. On 7 January 1986, Chief, IRMD and representatives will meet with representatives from OLL to discuss the results of the OIS survey of OLL's information management program.

2. A meeting is being scheduled for the first week in 1986 between Chief, IRMD and the Director of Logistics and representatives from both offices to discuss the OIS survey process. OL is interested in having OIS conduct a survey of OL's information management program.

STAT

Attachment



ADMINISTRATIVE - INTERNAL USE ONLY

## ADMINISTRATIVE-INTERNAL USE ONLY

31 December 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]  
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (26 - 31 December 1985)

1. The Week in Review      26 - 31 December 1985      1985 Weekly Average
- |                         |    |       |
|-------------------------|----|-------|
| a. New cases            | 41 | 54.5  |
| b. Cases closed         | 73 | 79.2  |
| c. New appeals logged   | 3  | 2.8   |
| d. Appeals closed       | 5  | 1.9   |
| e. Manpower (man-weeks) | 89 | 100.5 |
2. Current Backlogs
- a. Initial requests - 1642
  - b. Requests in administrative appeal - 188
  - c. Requests in litigation - 75
3. Spotlighted Requests

ADMINISTRATIVE-INTERNAL USE ONLY

**Page Denied**

ADMINISTRATIVE-INTERNAL USE ONLY

STAT

IPD/[REDACTED] (31 December 1985) (FINAL)

Distribution:

Orig - Adse

1 - DCI/DDCI/Executive Director

1 - DCI History Staff

1 - DDI

1 - DDO

1 - DDS&T

5 - OIS

1 - C/PAO

1 - Comptroller

1 - IG

1 - OGC

1 - OLL

1 - OP

1 - OL

STAT

1 - C/IMS [REDACTED]

1 - DDO/IRO

STAT

25 - DDO/IMS [REDACTED]

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OTE/MAT

1 - OIS/LA

1 - IRG/OS

1 - IPD Subject

1 - IPD Chrono

1 - IPD Reading Board

1 - HGH

ADMINISTRATIVE-INTERNAL USE ONLY

30 December 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Acting Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 26-30 December 1985

There have been no significant events during this reporting period.

ADMINISTRATIVE - INTERNAL USE ONLY

30 December 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (25 - 30 December 1985)

1. SIGNIFICANT EVENTS AND ACTIVITIES

a. Information Security Program. In response to a request from the Director, Information Security Oversight Office (ISOO), [ ] Information Management Branch (IMB), prepared a letter for DDA signature to ISOO giving reasons for the increase in the Agency's derivative classification decisions in FY 85. She suggested that one of the probable causes was that every year more and more information is collected and processed to keep the policy makers informed on issues and events affecting the national security. Also, it is difficult to determine just how great an increase in derivative classification decisions actually occurred because our statistics are based on a one-week sample and then projected for the entire year. A sampling taken during a different week could have produced different results.

The Director, ISOO, provided the Agency with copies of Congressional comments on ISOO's proposed information security initiatives. [ ] IMB, prepared a note for D/OIS signature transmitting the comments to the DDA. The note pointed out that Congressional reaction to the initiatives was favorable and that the Senate Select Committee on Intelligence made additional suggestions for improving the information security program that go far beyond the ISOO initiatives. Information copies of the Congressional comments were also sent to the Office of General Counsel, the DCI Security Committee, the Office of Legislative Liaison, and the Office of Security.

b. Forms Catalog. [ ] Agency Forms Management Officer, and [ ] IRMD, completed their review of all the forms case files in preparation for printing and issuing a new Forms Catalog. The review resulted in the

ADMINISTRATIVE - INTERNAL USE ONLY

## ADMINISTRATIVE - INTERNAL USE ONLY

elimination of 14 forms that are obsolete. The new catalog will be essentially the same as previous issues, but there will be a description change in the "Unit of Issue" column to aid Supply Division, Office of Logistics (OL), and Agency components in ordering stock forms. [ ] is also investigating the possibility of printing an alphabetical version of the catalog to aid Records Management Officers (RMOs) in identifying forms when only the title is known.

c. TSCADS. [ ] Information Technology Branch, met with the DCI RMO to discuss a TSCADS procedural issue unique to the DCI area (subject title suppression of a certain type of Top Secret document). The DCI RMO intends to meet with DCI area Top Secret Control Officers early next year to resolve this issue.

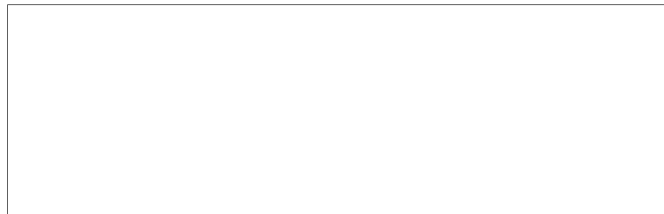
d. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 18 additions and 1 deletion.
ARCINS:	Jobs received/edited: 9.
	Jobs keyed: 55 consisting of
	479 entries.
	Jobs completed: 3.
Accessions:	Received 9 jobs totaling
	100 cubic feet.
Reference:	Serviced 1,071 requests for
	records.

## 2. SCHEDULED MEETINGS AND EVENTS

a. On 7 January, Chief, IRMD, Chief, Information Control Branch (ICB), and [ ] ICB, will meet with representatives from the Office of Legislative Liaison (OLL) to discuss the results of the OIS survey of OLL's information management program.

b. Chief, IRMD, Chief, ICB, and [ ] ICB, will meet next week with the Director of Logistics and other representatives from OL to discuss the OIS survey process. OL is interested in having OIS conduct a survey of OL's information management program.



ADMINISTRATIVE - INTERNAL USE ONLY



ADMINISTRATIVE - INTERNAL USE ONLY

30 December 1985

STAT  
MEMORANDUM FOR: Director of Information Services  
FROM:   
Chief, Regulatory Policy Division  
SUBJECT: Regulatory Policy Division Activities - 24 December  
through 30 December 1985

1. RPD is currently processing 138 jobs, an increase of five over the previous week's total. (U)
2. RPD processed a number of notices announcing appointments to key positions in the Directorate of Administration and Intelligence. (U)
3. We received a telephone call from an OTE officer who commended RPD for its exceptionally fast processing and publication of EB No. 1322, Agency Off-Campus Program, which announces that registration begins on 15 January 1986 in the Headquarters Auditorium. The caller remarked that she had never seen such rapid service. (U)

STAT  
  
Attachment

UNCLASSIFIED WHEN SEPARATED  
FROM ATTACHMENT

**Page Denied**

Next 1 Page(s) In Document Denied